



**Minutes of
The Strata Committee Meeting held on 8 April 2021**

Venue: Community Northern Beaches, 52 Raglan Street, Manly
video conferencing via Google Meet

Strata Committee:
Edward Keller (EK) and Martin Schmidt (MS)

Attendees:

Steve Babamovski	Bright & Duggan
David Schmidt (via Google Meet)	Unit 1
Sussanah Mitton	Unit 2
Martin Schmidt and Maria Cowin	Unit 4
Graham and Peta Butson	Unit 5
Howard Gilmore	Unit 10
Edward Keller and Lourdes Lynn	Units 11 & 18
Vicki and Peter Achterstraat	Unit 12
Edie Langford	Unit 14
Ann Hatton and Geoff Kaye	Unit 16

Agenda:

1. Introductions
2. Our new B&D Strata Manager - Steve Babamovski
3. Present and Discuss the Master Plan
4. Consider OC member submissions
5. Discuss / Draft Resolutions for the Annual General Meeting

Minutes:

The Strata Committee (SC) opened the meeting on time with all attendees present. The meeting was chaired by EK.

1. Introductions
A quick acknowledgement of all attendees in the room and via video conference was made. EK noted that orderly owner discussion is welcome, but that the meeting must be focused to achieve the objective of refining resolution proposals for the AGM in particular for a CWF levy.
2. EK highlighted some of the disappointments the SC has had with the strata management company, Bright & Duggan:
 - Fourth 42VP Strata Manager since March 2020
 - Accounts & Budget require Attention
 - B&D Agreement Status
 - Communication
 EK welcomed our new Strata Manager from Bright & Duggan, Steve Babamovski and expressed the SC's optimism that Steve will be an effective manager of our strata interests.



3. Present and Discuss the Master Plan

At this point, an attendee immediately interrupted the proceedings in an attempt to prioritise tile selection to the top of the agenda. EK stated that the matter would be addressed later in the meeting and that we must return to the prescribed agenda. The attendee insisted on continuing, and then EK and the Strata Manager made it clear that this is a SC meeting chaired by the SC.

The SC Meeting continued, but at many points in the proceedings a couple attendees offered irrelevant attempts at 'gotcha' statements towards the SC, misinformation, and tangential issues of little relevance. This caused frustration of the SC Meeting with the agenda being unfulfilled and the objective of refining resolution proposals for the AGM in particular for a CWF levy not discussed.

Fortunately, some parts of the agenda proceeded with valuable discussion. Following are minutes from those discussions.

a. Aesthetic Vision:

EK outlined the SC's aim for this component of the Master Plan

- Long-term reference guide
- Coordinate incremental improvements with cohesive aesthetic
- Developed with Consultant & Interested Owners

An attendee presented a tile for consideration if the OC approves the re-tiling of the external areas and the ground level common internal area. There was discussion about the previous tile consideration iterations. There was no objection to the presented tile; and EK suggested that the presented tile be put on display in the building lobby for consideration and comment. Notice will go out to all owners when the tile display is organised.

No comment was noted for any other components of the Aesthetic Vision.

b. Fire Safety Compliance:

EK outlined the SC's aim for this component of the Master Plan

- Shift from previous SC aim of upgrade to current standards to **Statutory Compliance for Existing Fire Safety Measures**
- Monitor & Maintain Existing Fire Safety Measures Continuously
- Keep Annual Fire Safety Statement on File
- Budget all Necessary Repairs/Maintenance for Current Year

No objections were made to these points. The SC proposes a specific resolution at the next AGM to compel all subsequent SCs to meet the above noted points.

c. Capital Works Fund Analysis (CWFA):

EK outlined some the processes involved and the aim of the CWFA:

- Comprehensive review of conditions throughout the building
- Forecast of Current and Future Repairs/Maintenance/Improvements
- Basis for Strata Levies
- Prepared by the Strata Committee with extensive consultation
- Recommend Annual Updates by Strata Committee

There were a range of questions about particulars and the SC provided such clarity. However, at this point tangential issues of little relevance began to emerge which dragged on progress through the meeting.

Some constructive suggestions to possible variation to the timing and priority of the CWFA were raised, and EK noted that the SC has prepared the CWFA tools for consideration of such variations later in the agenda.

EK presented details of two important components of the CWFA proposed for the current year:

- Improvements to the main entry walkway; and
- Remedial work associated with garden beds and deteriorating water seals

The importance of addressing sooner rather than later was emphasised due to the escalating rate of deterioration and costs. Costs related to tendered work were presented, and cash flow analysis was presented for the initial proposed CWFA.

4. Consider OC member submissions

A number of OC members provided submissions to the SC after the SCM invitation, agenda and supporting documents were circulated. EK noted the following before presenting the OC submissions:

- Your SC encourages Owners Constructive Involvement
- Building Requirements Continuously Evolve
- Priorities Must Be Equitable

There were some constructive submissions that would be helpful when considering variation to the initially proposed CWFA. The following submissions were presented and discussed.

Owner	Submission	SC Comments
U01	Unit 1 terrace gate to main walkway needs repair/replacement	<ul style="list-style-type: none"> ● Combine with main entry improvements ● Strata v Unit responsibility?
U02	Advance Unit 2 terrace surface replacement	<ul style="list-style-type: none"> ● SC was unaware of extent of dilapidation ● Prudent to address all water ingress issues asap ● Combine with rear entry improvements & advance to next year ● Combine Unit 1 terrace surface replacement with main entry improvement
U02	Consider using glass balustrade to replace main entry timber lattice to reduce costs	<ul style="list-style-type: none"> ● Diverges from Aesthetic Vision ● Does not support adequate lighting along entry walkway ● Minimal potential cost savings
U15	Include in CWF plan an access ramp at the rear entry	<ul style="list-style-type: none"> ● Currently access is through the garage where there is a level access to the lift ● A new structure along the rear entry would require a D.A. and development consent engineered solutions for fire safety and garage ventilation
U05	Resolution that the management of the building comply with the guidelines set out by Fair Trading NSW; and that the Strata Committee set the dates for a meeting each quarter commencing April 2021	<ul style="list-style-type: none"> ● Strata Management with Bright & Duggan has been troubled, but the SC is optimistic that this will improve ● The SC has navigated the COVID-19 challenges with transparent and full disclosure using a range of safe communication channels
U05	<ul style="list-style-type: none"> ● Paint walls near Level 1 balustrade ● Rebuild bore pump cover ● Address vibrating pipe near the bore pump. ● Paint rear boundary fence above the concrete wall behind Unit 1 	<ul style="list-style-type: none"> ● This list repair and maintenance items are in the CWF Analysis ● Consultation is underway with neighboring strata regarding tree trimming



	<ul style="list-style-type: none"> • Convene a meeting of interested owners to discuss trimming trees at the rear and west boundary 	
U19	Since the recent storms, the main bedroom and wardrobe ceilings are covered in extensive black mold	<ul style="list-style-type: none"> • The SC has investigated and the issue must be addressed asap • The Level 4 hallway ceiling near the lift and East planter box also has water ingress and mold developing • Initial assessment is that cavity flashing on a roof wall may be the cause • Include in CWF Analysis for immediate action
SC	<ul style="list-style-type: none"> • Delineation of Unit Owner and Strata Responsibilities • Unit Claims on Strata Insurance 	<ul style="list-style-type: none"> • MS distributed an information sheets • The Strata Manager will investigate the Unit 16 insurance claim

At points during this part of the agenda, attendee commentary became disruptive and cross-talk throughout the room inhibited progress. However, one attendee managed to provide (verbally in the meeting, followed by an email to the SC) the following recap (paraphrased by the SC) of the discourse:

Some owners may be very comfortable with the majority of the points in the documents but may be uncertain on a few items. If the whole package is put to the AGM as a single resolution (i.e. all or nothing) some owners may feel they should vote against the whole package because they are uncertain about a couple of issues. Maybe we could try to identify some of these key issues and put them up as separate resolutions (as per your agenda item last night). The sorts of things I heard at last night’s meeting include:

- A. *2.1.1 Should we deal with Garden Bed 1 the same way we are dealing with G2-G5 to allow us to keep the foliage on the front of the building*
- B. *2.1.3 Can the retiling wait until the next 10 Year Plan*
- C. *2.1.3 Should we get a quote to see how much it would cost to make the steps wider (up to 11 inches)*
- D. *2.1.5 Instead of painting the remainder of the building in Year 1 (\$120K) can we just paint the round columns on the balconies in the recommended colour (vivid white) and do the rest of the painting later*
- E. *2.1.6 Should we defer the Unit 3 Terrace Screening*
- F. *2.1.6 Should we re-visit the proposed colour of the Unit 3 Terrace Screening*
- G. *Should we address the black mould in Unit 19 soon*
- H. *Should we address the water issues on the Terrace of Unit 2 quicker*
- I. *Should we change the walkway from lattice to a glass fence.*
- J. *Should we defer some of the internal improvements (eg Hallway carpets and painting) to even later in the Plan.*

The premise for the above comments are consistent with the SC’s stated objective of refining resolution proposals for the AGM in particular for a CWF levy. Unfortunately, the meeting had at this point collapsed into numerous side discussions and some attendees leaving the meeting. The meeting agenda discontinued at this point and the meeting was not officially adjourned.

EK had a side discussion with the Unit 1 attendee via video conference who asked that the minutes reflect his willingness to pay for the Unit 1 gate component in the CWFA.



Steve Babamovski, our new Strata Manager spoke with EK about the frustrated meeting's inability to consider refinement of specific CWFA related resolutions for the upcoming AGM. Steve suggested that the AGM focus on routine AGM items, and that an EGM could be arranged for CWFA related resolutions.